

The logo for METRO HARTFORD ALLIANCE, featuring the word "METRO" in blue, a green star, "HARTFORD" in green, and "ALLIANCE" in blue. To the right of the logo is a decorative graphic of a grid of green dots.

METRO★HARTFORD  
ALLIANCE

A dark blue rectangular banner with white text. The text reads: "PPP-101 Paycheck Protection Program (PPP) Application Walk-Through Webinar".

PPP-101  
Paycheck Protection Program (PPP)  
Application Walk-Through  
Webinar

A decorative graphic of a grid of black dots, located to the left of the "FREE Registration" text.

FREE Registration

**Your Paycheck Protection Program (PPP)  
Application Walk-Through  
Webconference  
Friday, April 3 @ 11 a.m. EST**

Get ready to apply for PPP on Friday! Starting April 3, 2020, small businesses and sole proprietorships can apply for and receive loans to cover their payroll and other certain expenses through existing SBA lenders. We will take a practical approach to the application process with help from Drew Andrews, CPA, Managing Partner and CEO at **Whittlesey**; Brian Kerrigan, J.D., Partner at **Whittlesey**; James Barger, Senior Vice President, Market President and Commercial Banking Leader for the CT/MA Market, **Key Bank**; and Julio Casiano, Deputy District Director at the **Small Business Administration**.

See below for what you can do before the webinar to get prepared for PPP. Early guidance from the US Treasury suggests that this program might not be able to cover all applicants, so you want to get started ASAP.

- First, read [this guide to the Paycheck Protection Program](#).
- Second, contact your preferred bank to see whether they can issue the loan and to ask for more details. See [this list of regional banks who can issue PPP loans](#).
- Third, review [this sample application](#). Your bank might require different forms. Please use their forms. While you wait for their forms, prepare all the information required here.
- Fourth, do your homework in preparation for Friday to calculate your eligible payroll costs and other expenses. Gather the following:

(1) Employee wages for the last twelve months including paid time off, sick pay, family medical pay, cash tips or equivalents, and allowances for dismissals or separations. You can obtain this information from your payroll providers. Include workers who make over \$100,000 on an annual basis, but cap their salary at \$100,000.

- (2) Withholding for state and local taxes on employee compensation.
- (3) 1099s paid to independent contractors of the core business that provide employee type functions.
- (4) Amounts paid for employee health insurance for the past 12 months.
- (5) Amounts paid for retirement plan funding for the past 12 months.

Register in advance for this meeting:

<https://zoom.us/meeting/register/tJU5fu6qqTooiFDd4LxeuH5DNX-QXCxRiQ>

After registering, you will receive a confirmation email containing information about joining the meeting.

**Please join us.**

PREPAREDHARTFORD.COM



MetroHartford Alliance | 31 Pratt Street, 5th Floor, Hartford, CT 06103

[Unsubscribe {recipient's email}](#)

[About Constant Contact](#)

Sent by newsroom@metrohartford.com in collaboration with



Try email marketing for free today!